

# Self Service Time and Attendance (SSTA)

## Manager/Supervisor: Time Approval Delegation & Delegation Notification

### Delegation Functionality in SSTA

Managers/Supervisors who are set up as approvers in SSTA have the ability to delegate time approval to another Manager/Supervisor for situations in which they will be out of the office or unable to approve their employee's time.

As an approver, you can delegate to anyone set up as an approver in your department. You still have the ability to log into SSTA and approve your employee's time during the delegation period and can clear the delegation, if needed.

When delegating time approval to another Manager/Supervisor:

- Inform the delegate of the delegation via the notify function on the SSTA Delegation page.
- Ensure the time approval responsibilities follow the hierarchical structure of your department. An approver's manager can see a direct report's employees without delegation by entering in the direct report's Group and Department ID's on the Manager's Dashboard.
- Ensure the time approval delegation is only for a set period of time (for example, if you are on vacation) and is not designed to allow permanent designation of time approval responsibilities.

*Note: Group ID is a system generated number that is tied to your direct report employees and is defaulted on the Manager Dashboard.*

During the delegation time period, the delegate will appear on reports as the approver for your employees and will receive system notifications for time approval, if applicable.

### Important Reminders:

- Agency Human Resources or Payroll Offices and the MassHR Employee Service Center will monitor the use of time approval delegation.
- Delegation requires an overnight run of SSTA to be finalized.
- To access delegated employees, navigate to the Manager's Dashboard. Navigation path: Commonwealth of MA>Manager Dashboard. Remove the pre-populated Group ID and Department ID values and enter Group ID and

Department ID of the approver who delegated to you. Then, click Get Employees.

- The deadline for time approval is each Friday at 12:00PM.

Step	Action
1.	Log into SSTA using your user ID (employee ID) and password.
2.	In the blue menu box, click the <b>COMMONWEALTH OF MA</b> link.
3.	In the middle of the page, click the <b>TIME APPROVER DELEGATION</b> link.
4.	<p><b>Note: If you have multiple Commonwealth jobs, refer to step 4 and 5. If you do not, proceed to step 6.</b></p> <p>A table listing your job records is displayed. The table is arranged in 4 columns of information and a row for each job. The columns are:  <b>TITLE:</b> The title of your job displayed as a link.  <b>EMPLOYEE RECORD #:</b> The employee record number that is tied to your job.  <b>POSITION NUMBER:</b> The position number that is tied to your job.  <b>DEPARTMENT:</b> The department that is tied to your job.</p>
5.	Select the job record you want to delegate approvals for by selecting the <b>TITLE</b> link of the correct job.
6.	<p>The Delegation Page will display.</p> <p>Below the <b>TIME APPROVER</b> table is the <b>DELEGATE TIME APPROVER SEARCH CRITERIA</b> table.</p> <p>In the <b>DELEGATE LAST NAME</b> search field, enter the last name of the person to whom you wish to delegate time approval and click the <b>GET DELEGATE</b> button.</p> <p><b>Note:</b> The <b>DELEGATE LAST NAME</b> search field requires at least one character to be entered before performing the search.</p>
7.	A list of employees with the last name you searched by appear in the <b>DELEGATE SEARCH RESULT</b> table.
8.	Find and select the person you wish to delegate time approval responsibility to in the <b>NAME</b> column of the <b>DELEGATE SEARCH RESULT</b> table. <b>CLICK</b> the delegate's last name.
9.	The name and information of the selected person will appear in the <b>DELEGATE TIME APPROVER SELECTION RESULT</b> table.

Step	Action
10.	<p>Below the <b>DELEGATION LAST NAME</b> field in the <b>DELEGATE TIME APPROVER SEARCH CRITERIA</b> table are the <b>DELEGATE START DATE</b> and <b>DELEGATE END DATE</b> fields.</p> <p><b>Note:</b> The <b>Delegate Start Date</b> should always be a <b>Sunday</b>.</p> <p>Enter a date by keying into the <b>START DATE</b> field OR Click the calendar icon to the right of the <b>DELEGATE START DATE</b> and <b>DELEGATE END DATE</b> fields and use the calendar display to select the desired date.</p>
11.	<p>If the <b>DELEGATE INFORMATION</b>, <b>DELEGATE START DATE</b> and <b>DELEGATE END DATE</b> are accurate, click the <b>SAVE</b> button below the <b>DELEGATE TIME APPROVER SELECTION RESULT</b> table. You have successfully delegated time approval responsibilities.</p> <p><b>Note:</b> If you wish to change the information displayed, click the <b>CLEAR</b> button to the right of the <b>SAVE</b> button.</p> <p>A small <b>SAVE</b> message displays at the top right corner of the page.</p> <p>Your time approval responsibilities have been successfully delegated and will be effective the <b>NEXT DAY</b>.</p>
12.	<p>Review the next section of this job aid for instructions how to send an email notification to your delegate time approver.</p>

## Delegation Notification

Approvers can notify other approvers that they have been selected as a delegate via a system generated SSTA email. If you wish to use this feature keep in mind that:

- You must include your Group ID and Department ID in the message portion of the email. Your delegate needs your Group ID and Department ID to access your direct reports.
- The email notification option does not use Outlook and will not appear in your outlook sent folder.
- The system generated email will not be from your personal email address, but from SSTA.
- You will not receive confirmation that your notification has been sent. If you wish to receive a confirmation, please CC yourself to the notification email.

Step	Action
1.	To send a delegation notification, click on the <b>NOTIFY DELEGATE</b> button on the bottom of the time approver delegation page
2.	The <b>SEND NOTIFICATION</b> page will appear.
3.	Enter the email address of the person you delegated time approval responsibilities to in the <b>TO</b> (and if applicable) the <b>CC</b> and <b>BCC</b> fields. If you have more than one email address in the same field, remember to separate each email with a semi colon. You may wish to enter your own email address in the <b>CC</b> field to confirm the notification has been sent.  <b>Skip Steps 4-11 if you know the delegate's email address.</b>
4.	If you are not sure of the delegate's email address, click on the <b>LOOK UP RECIPIENT</b> link located to the right of the Notification Details menu.
5.	The <b>LOOKUP ADDRESS</b> page will display.
6.	Enter the last name of the person you wish to send a delegation confirmation email to on the <b>NAME</b> field. Then, click on the <b>SEARCH</b> button.
7.	The employee who you searched for will appear in the <b>SEARCH RESULT</b> table. Also listed in the <b>SEARCH RESULT</b> table are the employee's email address and a check box to add the employee to the <b>TO</b> , <b>CC</b> , and <b>BCC</b> fields of the email system generated email. Click in the <b>TO</b> , <b>CC</b> or <b>BCC</b> fields as needed.
8.	Click on the <b>ADD TO RECIPIENT LIST</b> button to add the employee selected in the <b>SEARCH RESULT</b> table to the email in the appropriate email category (TO, CC, BCC).

Step	Action
9.	The name and information of the selected person will appear in the <b>DELEGATE TIME APPROVER SELECTION RESULT</b> table.
10.	Once the appropriate employee are listed in the <b>RECIPIENT LIST</b> click on the <b>OK</b> button.
11.	You will return to the <b>SEND NOTIFICATION PAGE</b> .
12.	Next, choose the priority of the email by clicking on the <b>PRIORITY</b> drop down menu. Choose <b>HIGH, MEDIUM</b> or <b>LOW</b> .
13.	Review the <b>SUBJECT</b> line. SSTA defaults the subject as "HR/CMS Approval Delegation Notification." You are able to change as necessary.
14.	Next, make sure you add your <b>Group ID</b> and <b>Department ID</b> in the <b>MESSAGE</b> field. The system generated notification email <u>does not</u> contain your <b>Group ID</b> or your <b>Department ID</b> . Reminder, your Group ID and Department ID must be given to a delegate so they can approve time for your direct reports.
15.	Review the fields on the page for accuracy.
16.	Finally, click <b>OK</b> to send notification to those listed in the <b>TO, CC,</b> and <b>BCC</b> fields.